

# Virginia Area Al-Anon Alateen Assembly Bylaws

## Article I – Name

### Section 1 – Name

This Organization shall be the Virginia Area Al-Anon Alateen Assembly, herein referred to as the Virginia Area Assembly as the DBA.

### Section 2 – Definitions used in these Bylaws

- a) Al-Anon Group: A group of relatives and friends of alcoholics, organized and functioning in keeping with the principles and traditions of the Al-Anon fellowship.
- b) Alateen Group: A group of teenage relatives and friends of alcoholics organized and functioning in keeping with the principles and traditions of the Al-Anon fellowship.
- c) Virginia Area Assembly: A non-profit Organization comprised of District Representatives, Group Representatives, Area Officers, Area Coordinators, and interested members.
- d) Virginia Area World Service Committee (VAWSC): A service group comprised of the Area Officers, Area Coordinators, and District Representatives of the Virginia Area Assembly.

## Article II – Purpose and Activities

### Section 1 – Purposes of the Virginia Area Assembly

- a) To help families and friends of alcoholics deal with the problems associated with alcoholism.
- b) To reinforce their efforts to understand themselves and the alcoholic.
- c) To support the restoration of a more manageable life.

### Section 2 – Activities to further the Virginia Area Assembly Purposes

- a) Assist Al-Anon and Alateen Groups in the conduct of their activities.
- b) Provide relatives and friends of alcoholics with information about the principles of Al-Anon and the locations of Al-Anon and Alateen Group meetings.
- c) Assist in the formation of new Groups.
- d) Support the distribution of Al-Anon Conference Approved Literature to Al-Anon and Alateen Groups.
- e) Bring awareness of our support for relatives and friends of alcoholics to the public through Outreach Programs.
- f) Establish and maintain policies for the work of the Organization.

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## Article III – Policies

All policies of the Virginia Area Assembly shall be based on the **Al-Anon/Alateen Service Manual** and such other policies that may be voted on and approved by the Group Representatives (GRs) or elected alternates at an Area Assembly, provided that such other policies are not in conflict with the Three (3) Legacies of Al-Anon: the Twelve (12) Steps, the Twelve (12) Traditions, and the Twelve (12) Concepts of Service.

## Article IV – Membership

### Section 1 – Eligibility

- a) Anyone who feels his/her personal life is or has been affected by close contact with a problem drinker is eligible for membership.
- b) Alateens are members of the Al-Anon Family Groups. As the name implies, Alateen is designed for members in their teens. Where there is no Alateen meeting available, teenagers are encouraged to attend Al-Anon meetings.
- c) Membership in Al-Anon is generally demonstrated by regular attendance in one or more Al-Anon or Alateen Family Group meetings in the Area.

### Section 2 – Alateen and Alateen Sponsorship

- a) Every Alateen Group shall have sponsors who are members of Al-Anon.
- b) The Virginia Area Assembly **mandates** that there be Two (2) certified sponsors for each Alateen meeting. Every sponsor/volunteer for Alateen must complete the Virginia Area Assembly Application Process that includes background checks and regular Alateen Sponsor Training sessions, as set forth by the **Virginia Area 57 Alateen Members and Alateen Sponsors Safety and Behavioral Requirements**.

## Article V – Structure

### Section 1 – Group Representative (GR)

- a) The Group Representative (GR) acts as liaison between the Al-Anon/Alateen Group and its District and between the Group and the Assembly by:
  1. Attending and participating in District meetings.
  2. Attending and participating in Area Assemblies.
- b) Duties are outlined in the **Al-Anon/Alateen Service Manual** and the **Virginia Area Job Descriptions** document.
- c) The members of the Group elect the GR.

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## Section 2 – District Representative (DR)

- a) The District Representative (DR) is elected by the GRs to serve the Groups in the District by:
  1. Attending and participating in VAWSC meetings.
  2. Attending and participating in Area Assemblies.
  3. Convening and attending the District meetings.
  4. Discharging other responsibilities as may be determined by the GRs of the District in keeping with the Al-Anon/Alateen principles as outlined in the ***Al-Anon/Alateen Service Manual*** and the ***Virginia Area Job Descriptions*** document.
- b) Eligibility. The DR shall be elected, whenever possible, from the outgoing GRs. (Refer to ***Al-Anon/Alateen Service Manual*** section on Elections and the ***1985 Fall Assembly Election Procedure Motion.***)

## Section 3 – Virginia Area Assembly Officers

The required Officers of this Organization shall be: the Area Chairperson, Area World Service Delegate, Alternate Area World Service Delegate, Area Secretary and Area Treasurer.

- a) Area Chairperson. The Chairperson serves the Area by presiding over the Area Assemblies and VAWSC meetings and shall perform other duties as may be determined by the Area Assembly's autonomy, and in keeping with Al-Anon/Alateen principles outlined in the ***Al-Anon/Alateen Service Manual*** and the ***Area Officer Job Descriptions*** document. The Area Chairperson shall be elected at the Area's Fall Election Assembly.
  1. Eligibility. Outgoing and past active DRs are eligible for this office. Outgoing GRs vote for this position. (Refer to ***Al-Anon/Alateen Service Manual*** section on Elections.)
- b) Area World Service Delegate. The Area World Service Delegate represents the Virginia Area at the World Service Conference (WSC) and is the channel through which information is conveyed between the two. Unlike elected government officials, our Delegates do not represent local interests. Rather, they may reflect Area opinions and contribute Area ideas. The Area World Service Delegate shall be elected at the Area's Fall Election Assembly.
  1. The Delegate also serves the Area by:
    - a. Attending other functions and meetings;
    - b. Performing other tasks as determined by the Virginia Area Assembly, and in keeping with the principles of Al-Anon/Alateen outlined in the ***Al-Anon/Alateen Service Manual*** and the ***Area Officer Job Descriptions*** document.

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2. Eligibility. Outgoing and past active DRs are eligible for this office. Outgoing GRs vote for this position. The Area World Service Delegate may not succeed him/herself as Delegate for a period of three (3) years. (Refer to ***Al-Anon/Alateen Service Manual*** section on Elections.)
- c) Area World Service Alternate Delegate. The Area World Service Alternate Delegate works closely with the Area Delegate. In the event that the Area Delegate is unable to fulfill the Three-year term, the Area Alternate Delegate shall automatically become the Area Delegate for the remainder of the term. If the Alternate must complete the term of the Area Delegate, a temporary Alternate Delegate will be appointed by the Area Chairperson from among the eligible DRs. The Alternate Delegate's duties and responsibilities are outlined in the ***Al-Anon/Alateen Service Manual*** and the ***Area Officer Job Descriptions*** document. The Alternate Area World Service Delegate shall be elected at the Area's Fall Election Assembly.
1. Eligibility. Outgoing and past active DRs are eligible for this office. Outgoing GRs vote for this position. (Refer to ***Al-Anon/Alateen Service Manual*** section on Elections.)
- d) Area Secretary. The Secretary serves the Area by recording the activities at Assemblies, VAWSC meetings, and Area Officer meetings. The Secretary duties and responsibilities are outlined in the ***Al-Anon/Alateen Service Manual*** and the ***Area Officer Job Descriptions*** document. The Secretary shall be elected at the Area's Fall Election Assembly.
1. Eligibility. Outgoing and past active DRs are eligible for this position. If no DR stands for this position, a GR may do so. In the absence of a DR or GR candidate, an Al-Anon member may stand for this position. Outgoing GRs vote for this position. (Refer to ***Al-Anon/Alateen Service Manual*** section on Elections, Area Officers.)
- e) Area Treasurer. The Area Treasurer is responsible for monitoring the financial affairs of the Area and by reporting to the Area Assembly and the VAWSC meetings the financial condition of the Organization. The Treasurer duties and responsibilities are outlined in the ***Al-Anon/Alateen Service Manual*** and the ***Area Officer Job Descriptions*** document. The Treasurer shall be elected at the Fall Election Assembly.
1. Eligibility. Outgoing and past active DRs are eligible for this position. If no DR stands for this position, a GR may do so. In the absence of a DR or GR candidate, an Al-Anon member may stand for this position. Outgoing GRs vote for this position. (Refer to ***Al-Anon/Alateen Service Manual*** section on Elections, Area Officers.)

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## Section 4 – Area Coordinators

- a) Coordinator positions (such as: Alateen, Area Alateen Processing Person, Area Archives, Area Assembly, Public Outreach, Literature, Group Records and Website Coordinators) shall be appointed by the Area Chairperson following the Fall Area Election Assembly. All Coordinator positions shall be for three-year terms.
- b) Each Coordinator shall fulfill the duties and responsibilities of their position as may be determined by the Assembly in keeping with Al-Anon/Alateen principles as outlined in the ***Al-Anon/Alateen Service Manual*** and the ***Virginia Area Job Descriptions*** document.
- c) In order to create a new Coordinator position or eliminate a current one, a recommendation from the VAWSC shall be presented to the Assembly for approval. (Refer to ***Al-Anon/Alateen Service Manual***, Coordinators.)

## Section 5 – Eligibility and Election procedures

Eligibility and Procedures for elections, terms of office, as well as procedures for filling unexpired terms are set forth in the ***Al-Anon/Alateen Service Manual*** and the ***1985 Fall Assembly Election Procedure Motion***. Eligibility restrictions apply to Al-Anon and Alateen members who are also members of A. A. (Refer to ***Al-Anon/Alateen Service Manual***, “Digest of Al-Anon and Alateen Policies,” Dual Membership in Al-Anon and A.A.)

## **Article VI – Order of Business**

### Section 1 – Assembly Composition

The Area Assembly is composed of the Officers, Coordinators, DRs (or elected Alternate DRs) and GRs (or elected Alternate GRs) of the Al-Anon/Alateen Groups in the Area. The ultimate authority rests with the individual Groups and is exercised through the Group Representatives (GRs). (See Concept One) Each Group has one vote only, and the current GR or the elected alternate casts that vote in the event the GR is unable to attend. No person shall serve as GR of more than one Group. Individual members are encouraged to attend and have voice. Only the GRs or elected alternates are allowed to vote.

### Section 2 – Assembly Meetings

Two (2) Area Assemblies (Spring and Fall) shall be held annually. These are two-day meetings, held on or about the third weekend in May and October.

### Section 3 – Assembly Purpose

- a) At any given Virginia Area Assembly, the Group Representatives (GRs) or elected alternates may be asked to vote on matters affecting Virginia Area Al-Anon.
- b) Assemblies may include training workshops, focus topic discussions, and/or action committee sessions as directed by the Area VAWSC.

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- c) At the Spring Area Assembly, the Delegate shall report on the proceedings of the World Service Conference.
- d) At the Fall Area Assembly, the Group Representatives (GRs) or elected alternates shall vote on the Area budget for the following year.
- e) Every third year, the Fall Area Assembly is an Election Assembly, electing a Panel of Officers for the next three-year term.

## Section 4 – Virginia Area World Service Committee (VAWSC) Meetings

Two (2) VAWSC meetings shall be held annually. These meetings may be held at any convenient time, and have customarily been held on a Saturday in March and August. This VAWSC consists of the Officers as outlined in Article V, Section 3, Coordinators as outlined in Article V, Section 4, and DRs or their elected alternates. Individual members are encouraged to attend and have a voice, but only VAWSC members have a vote.

## Section 5 – VAWSC Purpose

The purpose of the VAWSC is to:

- a) Discuss Area, District, and Group issues.
- b) Plan the agenda and conduct of each Area Assembly.
- c) Study and propose projects.
- d) Make recommendations to the Area Assembly.
- e) Set the dates for the VAWSC meetings and Area Assemblies.
- f) Review yearly budget and budget recommendations prior to submittal to the Area Assembly for approval.

## **Article VII – Financing**

### Section 1 – Financial Contributions

There shall be no membership dues or fees. Necessary funds shall be raised through voluntary contributions from Districts, Groups, individual members, and from activities that are in keeping with Al-Anon's Twelve (12) Traditions. No outside contributions of goods, monies, or services will be accepted in keeping with Tradition Seven. All contributions go into the Area Treasury and cannot be earmarked for special purposes. The budget process determines the use of these general funds. (Refer to the *Al-Anon/Alateen Service Manual*, Financial Matters.)

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### Section 2 – Finance Committee

- a) The Finance Committee is responsible for developing and monitoring the Area Budget with respect to income/expense performance.
- b) The Finance Committee members include the current Area Treasurer (Chair of the Committee), previous Area Treasurer, and Three (3) at-large members selected by the Area Chairperson.

### Section 3 – Signature Authorization

The Area Treasurer or Area Chairperson shall be authorized to conduct financial transactions in the name of and on behalf of the Organization.

### Section 4 – Authorized Expenses

There shall be no expenditures of Organization funds in excess of the total that appears in the current budget unless authorized by a Two-Thirds (2/3) majority vote of the Virginia Area Assembly.

### Section 5 – Reserve Fund

An ample reserve fund shall be maintained from contributions received (See Article VII, Section 1). The Reserve Fund has the purpose of ensuring the continuation of the Area's essential services for at least One (1) year's approved budget expenses.

### Section 6 – Bill Payment/Revenue Deficiency

Expense receipts for Area approved budgeted activities are submitted to the Area Treasurer for payment. There shall be no expenditures of Organization funds in excess of the total that appears in the current budget without explicit approval of the Treasurer and the Area Chairperson. Over-budgeted variable line items may be paid from a budgeted miscellaneous line item if the funds exist and are approved by the Area Chairperson.

### Section 7 – Committee Financial Reports

Any approved committee conducting activities on behalf of the Area that has not been included in the current budget shall submit a financial report to the VAWSC at its next scheduled meeting. Additionally, such committees shall submit their annual report of income and expenses to the Area Treasurer to be included in the Treasurer's Report at the Next Area Assembly.

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## Article VIII – Conflict of Interest

Members of the Area Assembly and VAWSC shall neither seek not engage in any activities or pursuits which may result in either perceived, related, or actual financial interest or gain from their service position.

## Article IX – Voting

On All matters requiring a vote of the Virginia Area Assembly or VAWSC, the voting process as set forth in the *Al-Anon/Alateen Service Manual* shall be followed. Important decisions shall be reached by discussion, vote, and, whenever possible, by unanimity. (See General Warranty Three [3]) Whenever unanimity is not possible, decisions shall be reached by a Two-Thirds (2/3) majority of the eligible voting members present at the Virginia Area Assembly or VAWSC meeting. In the event an immediate need arises prior to a scheduled VAWSC meeting to fill an open Area position, an appointment may be made by the appropriate Officer as set forth in these bylaws subject to the approval of the VAWSC.

## Article X – Amendments

These Bylaws may be amended by a Two-Thirds (2/3) vote of the Group Representatives (GRs) or elected alternates at an Area Assembly that has been preceded by a minimum of Two (2) VAWSC meetings and One (1) Area Assembly. The aforementioned VAWSC meetings shall review, discuss, amend as required, and then give preliminary approval to the proposed amendment/s. After the requisite VAWSC meetings have given preliminary approval to the proposed amendment/s, advance written notification of the intention to amend these Bylaws shall be mailed to the Group Representative (GR) or Current Mailing Address (CMA) of every Group, together with a copy of the proposed amendment/s. At the First Area Assembly following the VAWSC preliminary approval of the proposed amendment/s and the advance written notification as aforesaid, the proposed amendment/s shall be reviewed and discussed at said Area Assembly. No vote shall be taken at that Assembly to allow ample time for consideration by each Group on the proposed amendment/s. At the next Area Assembly a vote shall be taken by the Group Representatives (GRs) or elected alternates on each proposed amendment. (See Article VI, Section 3 – Assembly Purpose, a).



# **Virginia Area Al-Anon Alateen Assembly Bylaws**

## **AMENDMENT I April 5, 2017**

The Virginia Area Assembly is organized exclusively for charitable, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations described under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

[This amendment is required by Internal Revenue Service letter dated March 6, 2017, in order to approve the Virginia Area Assembly application for 501(c)(3) nonprofit status. Approval was received April 26, 2017.]

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## **AMENDMENT II April 5, 2017**

Virginia State law requires that a Virginia Corporation have a Board of Directors. The task of the Board of Directors is to oversee the operation of the Virginia Area Assembly to ensure that all operations comply with all Federal, State and local laws as well as with the organization's bylaws. The Board of Directors of the Virginia Area Assembly is composed of the Area Chairperson, the Area Secretary and the Area Treasurer. The Board of Directors will meet at least twice per calendar year. Any meeting at which these three named officers are present may be called a meeting of the Board of Directors.

[This amendment is required by the Commonwealth of Virginia for the Virginia Area Al-Anon Alateen Assembly to be incorporated. Incorporation is required in order to maintain one or more organizational bank accounts and to obtain an organizational credit card.]